

**State of Maryland Commission on Civil Rights  
Commission Meeting  
November 10, 2020 – 10am  
Meeting Held by Google Hangouts Meet  
MINUTES**

**Commissioners Present:** Gary C. Norman, Esq., Chairperson; Roberto N. Allen, Esq., Vice Chairperson; Eileen M. Levitt; Gina McKnight-Smith, PharmD, MBA; Rabbi Binyamin Marwick; Allison U. Dichoso, Esq.; Janssen E. Evelyn, Esq.; Jeff Rosen

**Management Present:** Alvin O. Gillard, Executive Director; Cleveland L. Horton II, Deputy Director; Glendora C. Hughes, General Counsel; Nicolette Young, Assistant Director

**Staff Present:** S. Spencer Dove, Executive Associate; Awilda Peña, Intake Supervisor; Melissia Dorsey, Investigative Supervisor; Alesha Bell, Investigative Supervisor; Maria Andrews, Civil Rights Officer

**Meeting called to order at 10:06am**

- Motion to approve the October, 2020, minutes made by Commissioner Evelyn, seconded by Commissioner McKnight-Smith; motion carried unanimously.

**Chairperson's Report**

- Chairperson reviewed the agenda.
- Chairperson recognized the Investigative Supervisors

**Briefing and Update on the Strategic Planning Process**

- Consultant Margot Hoerrner, Principal at Rosedale Green Consulting, provided an update on the agency's current progress on developing the 2024 Strategic Plan.

**Executive Director's Report**

- The Executive Director announced that the Deputy Director will be leaving the Maryland Commission on Civil Rights, and expressed well wishes on behalf of the agency.
- The Executive Director and Deputy Director discussed how the agency will handle operations in Case Processing once the Deputy Director leaves State service.
- MCCR and the University of Baltimore Schaefer Center for Public Policy have been in discussion to update the terms of the Maryland Equity & Inclusion Leadership Program. Thank you to the Director of Education & Outreach for leading these discussions.

**Deputy Director's Report**

- Reviewed submitted written report.
- Discussed the status of MCCR's Performance Improvement Plan (PIP) with the U.S. Department of Housing & Urban Development.

**Assistant Director's Report**

- Reviewed submitted written report.

- The agency has a new staff member beginning tomorrow. MCCR is moving to fill the remaining 2 vacancies as soon as possible.

### **General Counsel's Report**

- Reviewed submitted written report.
- Provided an update on pending litigation involving MCCR.
- Shared information on some of the updates the General Assembly is adopting to conduct business virtually during the ongoing pandemic.

### **Old/New Business**

- The Chair has completed training on the Maryland Open Meetings Act in order to ensure that the Board is in compliance with State law.
- The Chair has shared proposals regarding internal Board operations.
- There was a discussion regarding how the agency should approach issues of systemic racism and injustice. The Commissioners and Staff remain committed to the mission and vision of the agency. Staff will follow-up with a request for additional information on how Commissioners can be involved in outreach by December.

**Meeting adjourned 12:02pm.**